

VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, NOVEMBER 17, 2015
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD

The November 17, 2015 meeting of the Village of Sister Bay Board of Trustees was called to order by Village President Dave Lienau at 6:02 P.M.

Present: President Lienau and Trustees John Clove, Pat Duffy, Scott Baker, Kathy Enquist, and Nora Zacek.

Staff Members: Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz.

Others: Tom Brown, Denise Bhirdo, Ron Kane, Jackson Parr and Rob Zoschke.

Approval of the Agenda and Minutes as published:

A motion was made by Duffy, seconded by Baker that the Agenda for the November 17, 2015 meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried – All ayes.

Lienau noted that he was referring to committee members when he responded to Sharon Doerschling's question about "unexcused absences" from meetings at the last Village Board Meeting. There is no provision for removal of a Trustee from the Village Board in the Village Board By-Laws.

A motion was made by Clove, seconded by Zacek that the minutes for the October 20, 2015 meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried – All ayes.

A motion was made by Clove, seconded by Baker that the minutes for the November 10, 2015 special meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried – All ayes.

As requested Jackson contacted the engineers working on the Bay Shore Drive Reconstruction Project and asked them about the amperage of the outlets at the top of the new light poles. Their records indicate that 3 amp outlets were requested. Lienau and Duffy reiterated that they definitely recall asking for 15 amp. outlets.

Comments and correspondence:

Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded. Jackson then noted that no new correspondence had been received.

Item No. 2. Public Hearing on the 2016 Annual Budget and Capital Improvement Program for the Village of Sister Bay; Consider a motion to adopt Resolution No. 317, adopting the 2016 Annual Budget and Capital Improvement Program for the Village of Sister Bay:

The Village is nearing completion of a multi-year planning effort, and 2016 will see most major projects which have been underway for several years coming to fruition. The 2016 budget preserves capital program funding and increases the unassigned fund balance from approximately 12.95% to 19.72% or \$365,705. Debt levels continue to be well managed and the TIF is making positive gains. The net change in the 2016 tax rate is 3.51%, which equates

1 to an increase of \$.21 per \$1,000.00 of valuation. The Finance Committee has recommended
2 that the Budget as well as the 2016 Zoning, Utility and Development Fee Schedule which was
3 included in the meeting packets be approved as presented.

4
5 *At 6:19 P.M. Lienau called the Public Hearing on the 2016 Annual Budget and Capital*
6 *Improvement Program for the Village of Sister Bay to order, and asked if anyone had any*
7 *questions or wished to comment regarding the budget.*

8
9 *Denise Bhirdo thanked Jackson for spending time with her prior to this meeting to address a*
10 *number of questions she had regarding the budget.*

11
12 *Rob Zoschke asked how many street addresses or property sites the “net new construction”*
13 *figure includes, and Jackson responded that he believes four new buildings were constructed.*

14
15 *Zoschke noted that it is his understanding that “it was the best year ever at the Marina”, and*
16 *asked where the additional revenues at that facility came from. Jackson responded that*
17 *additional revenues were realized because more seasonal slips were filled. Clove and Duffy*
18 *stressed that there still are some transient slips available, and urged anyone interested in*
19 *reserving one of those slips to contact the Marina Manager.*

20
21 *At 6:26 P.M. Lienau asked if anyone else wished to comment or ask a question, and when no*
22 *one responded he declared that the Public Hearing was officially closed.*

23
24 *A motion was made by Clove, seconded by Duffy that the Village Board accepts the*
25 *recommendation of the Finance Committee and adopts Resolution No. 317, approving the*
26 *2016 Operational Budget, the Capital Improvement Program, and the Zoning, Utility and*
27 *Development Fee Schedule for the Village of Sister Bay, as presented. Motion carried – All ayes.*

28
29 *The Village’s current health insurance policy expires on November 30, 2015. A new policy will*
30 *go into effect on December 1, 2015, and the Personnel Committee has recommended that an*
31 *HSA be created for each of the employees. The HSA costs as well as the 2015-2016 health*
32 *insurance premiums have been included in the 2016 Budget, but in order to cover costs for the*
33 *2015-2016 benefit year in a timely fashion, it will be necessary for the December, 2015 health*
34 *insurance premiums as well as a semi-annual distribution for the HSA to be paid in December,*
35 *2015.*

36
37 *A motion was made by Duffy, seconded by Baker that in order to cover costs for the 2015-*
38 *2016 benefit year, the December, 2015 health insurance costs and a semi-annual distribution*
39 *for the Village’s HSA shall be paid in 2015. Motion carried – All ayes.*

40
41 **Item No. 1. Consider a motion to adopt Ordinance 241, amending §66.0501(b)(3)(e) of the**
42 **Sister Bay Zoning Code – Accessory Buildings in Front Yard Setback Area; and §66.0311(c)(1)**
43 **– Conditional Uses in the R-1 Zoning District; Discussion regarding the proposed amendments**
44 **and consider a motion for action if necessary:**

45 *Over the course of the past several years Village officials have been approached a number of*
46 *times regarding possible amendment of the regulations concerning locations for garages. While*
47 *garages and accessory structures are currently allowed in the front yard on waterfront lots, they*
48 *are not allowed on others. Given the fact that there are a number of challenging topographic,*
49 *drainage, and vegetative situations throughout the Village, the Plan Commission felt it would be*
50 *appropriate to recommend that garages and accessory structures be granted conditional use*

1 status in the R-1 District. A copy of an applicable Ordinance was included in the meeting
2 packets, and the Board members jointly reviewed that document. Jackson pointed out that
3 each Conditional Use request would have to be evaluated on a case-by-case basis. Public
4 hearings would also be required.

5
6 *A motion was made by Duffy, seconded by Baker that the Village Board accepts the*
7 *recommendation of the Plan Commission and adopts Ordinance No. 241, which amends*
8 *§66.0501(b)(3)(e) – Accessory Buildings in Front Yard Setback Area; and §66.0311(c)(1) –*
9 *Conditional Uses in the R-1 District, in such fashion that garages and accessory structures are*
10 *allowed as a conditional use in the R-1 District. Motion carried – All ayes.*

11
12 **Item No. 4. Review of a proposal from Robert E. Lee & Associates for grit removal system**
13 **upgrades and repairs; Consider a motion for action if necessary:**

14 The Wastewater Treatment Plant's grit removal system was modified approximately sixteen
15 years ago, and significant portions of that system are constructed of carbon steel. Over time
16 some of the carbon steel has degraded. The concrete channel, which was installed when the
17 plant was built, also shows signs of degradation. Both of these issues should be addressed
18 immediately, and the Utilities Committee has recommended that the proposal from Robert E.
19 Lee & Associates which was included in the meeting packets be accepted. The total cost of the
20 upgrade and repair project will be \$48,500.00.

21
22 *A motion was made by Duffy, seconded by Enquist that the Village Board accepts the*
23 *recommendation of the Utilities Committee and awards a contract to Robert E. Lee & Associates*
24 *for grit removal system upgrades and repairs. Motion carried – All ayes.*

25
26 **Item No. 6. Report on County activities from the County Supervisor, Dave Lienau:**

27 Lienau gave the following oral report regarding Door County activities:

- 28
29
 - The County's Budget for 2016 has now been approved. Two of the bargaining units
 - 30 have not settled their contracts yet, so a placeholder for the applicable wages and
 - 31 benefits has been included in the budget. If necessary, that figure will be amended at a
 - 32 later date.
 - 33 • He does plan to run for re-election to the County Board.

34
35 **Item No. 7. Review of the financial statements and consideration of a motion to approve the**
36 **monthly bills:**

37 Payment Approval Reports for the period October 21, 2015 through November 17, 2015 were
38 included in the meeting packets, and the Board members jointly reviewed those documents.

39
40 *A motion was made by Clove, seconded by Baker that the monthly bills depicted on the reports*
41 *which were included in the meeting packets totaling \$336,454.53 are all approved. Motion*
42 *carried – All ayes.*

43
44 **Item No. 8. Report by the Village Administrator on Village activities and projects:**

45 Jackson gave the following oral report:

- 46
47
 - Vinton Construction, REI, and the D.O.T. have made incredibly impressive
 - 48 headway on the Bay Shore Drive Reconstruction Project. The employees from
 - 49 Vinton Construction plan on working up until the Wednesday before

1 Thanksgiving, and hopefully the sidewalks on both sides of the street and the
2 new street lights will be installed before Christmas. Two-way traffic should be
3 allowed downtown by Thanksgiving!!!!

4
5 Clove indicated that he believes the employees from the previously mentioned companies who
6 worked on the Bay Shore Drive Reconstruction Project did a "fantastic job", and suggested that
7 the Village host a pizza party for them as a "Thank You" gesture. The other Board members
8 concurred.

9
10 *A motion was made by Clove, seconded by Baker that \$750 shall be added to the Bay Shore*
11 *Drive Reconstruction Project costs to cover the cost of the Village hosting a pizza party for the*
12 *employees of Vinton Construction, REI and the D.O.T. Motion carried – All ayes.*
13

- 14 • The employees from Hockers Construction are working on the Sledding Hill
15 Project. A "crown berm" will be added to the hill to direct sledders toward the
16 bottom of it. The suggestion was made that straw bales also be utilized on the
17 hill to prevent people from going over the side, and it was the consensus that
18 that shall occur.
19
- 20 • Significant progress is being made on the Beach Project. The rainwater gardens
21 have been graded and plantings are being made in accord with the landscaping
22 plan. Sod will be installed in the high traffic areas.
23
- 24 • Construction is underway on the Niagara Ridge Project.
25
- 26 • Preliminary plans for the Harbor View project have been reviewed and
27 approved by the Plan Commission.
28
- 29 • Keith Garot received new bids for the infrastructure for his project and is
30 currently working on the necessary paperwork.
31
- 32 • A meeting at which the wayfinding signage will be addressed is scheduled for
33 5:30 P.M. on November 24, 2015. Everyone is encouraged and welcome to
34 attend that meeting.
35
- 36 • He will be working on Code enforcement in the near future.
37

38 **Committee Reports:**

39 **(1) Administrative Committee:**

40 The Administrative Committee has not met recently.
41

42 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee:**

43 The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee has not met recently.
44

45 **(3) Communication and Technology Committee:**

46 The Communication and Technology Committee has not met recently.
47

48 **(4) Door County Coastal Byways Commission:**

49 No action based on the minutes which were included in the meeting packets. The next

meeting of the Coastal Byways Commission will take place at 8:30 A.M. on December 9, 2015.

(5) DCEDC:

The DCEDC met on November 5, 2015 at Bay Shipbuilding and letters of support will be mailed regarding the shipyard expansion project. Bay Ship's work logs for 2015 and 2016 were also reviewed.

Lienau noted that Palmer Johnson executives have agreed to "make good" on their existing loans.

(6) Economic Development Committee:

The Economic Development Committee has not met recently. The members of the Economic Development Committee will be attending the Wayfinding Signage Meeting on November 24, 2015.

(7) Finance Committee:

No action based on the minutes which were included in the meeting packets.

A motion was made by Lienau, seconded by Enquist that the minutes for the October 22, 2015 joint meeting of the Finance and Personnel Committees be approved as presented. Motion carried – All ayes.

A motion was made by Baker, seconded by Zacek that the minutes for the October 26, 2015 joint meeting of the Finance and Personnel Committees be approved as presented. Motion carried – All ayes.

(8) Fire Board and Fire District Exploratory Committee:

The Fire Board will be meeting on November 23, 2015.

The Fire District Exploratory Committee has not met recently.

(9) Historical Society:

No action based on the minutes which were included in the meeting packets.

(10) Library Commission:

The Library Commission did not meet in October. The next meeting of the Commission will be conducted at 1:00 P.M. on December 8, 2015.

(11) Marina Committee and Marina Fest Committee:

The Marina Committee met yesterday, but those minutes have not been completed yet. The main topic of discussion at that meeting was marketing for 2016. New marina management software will be purchased soon.

The Marina Fest Committee will be meeting at 2:00 P.M. on December 8, 2015.

(12) Parks:

No action based on the minutes which were included in the meeting packets.

1 **(13) Personnel Committee:**

2 No action based on the minutes which were included in the meeting packets.

4 **(14) Plan Commission:**

5 No action based on the minutes which were included in the meeting packets.

7 **(15) SBAA:**

8 The approved version of the minutes for the October 1, 2015 meeting of the SBAA Board
9 of Directors was included in the meeting packets. The Board met on November 5, 2015,
10 but those minutes have not been approved yet. The Fall Dinner was conducted at JJ's
11 and was well attended, but the format for next year's meeting will be changed as some
12 logistical issues arose. Work is ongoing on the SBAA's budget. A sub-committee has
13 been charged with determining what could be done with the additional funding from the
14 Village.

15
16 The SBAA Board of Directors has recommended that Tonya Crowell of Bay Shore
17 Outdoor be appointed to the Waterfront Oversight Committee.

19 **(16) Teen Center:**

20 The Teen Center Board has not met recently. Enquist has made a number of telephone
21 calls to persons who might be interested in helping out at the Teen Center, and the
22 response was quite good. A meeting should be conducted in the near future.

24 **(17) Tourism Zone Commission:**

25 The Tourism Zone Commission met recently but neither Zacek or Jackson were able to
26 attend that meeting.

28 **(18) Utilities (Wastewater Treatment Plant) – Water, Sewer Collection, and Storm Sewer
29 Committees:**

30 No action based on the minutes which were included in the meeting packets.

32 **(19) Administration/Compensation Oversight:**

33 The Administration/Compensation Oversight Committee has not met recently.

35 **(20) Waterfront Oversight**

36 The members of the Waterfront Oversight Committee have not met yet.

38 **Item No. 5. Consider a motion to discuss and confirm President Lienau's Committee
39 Appointments:**

40 Lienau recommended that Enquist be appointed to the Utilities (Wastewater Treatment Plant) –
41 Water, Sewer, and Storm Sewer Committees, and also recommended that Tonya Crowell be
42 appointed as the SBAA representative on the Waterfront Oversight Committee.

43
44 *A motion was made by Baker, seconded by Clove that Enquist shall be appointed to the*
45 *Utilities (Wastewater Treatment Plant) – Water, Sewer and Storm Sewer Committees, and*
46 *Tonya Crowell shall be appointed to serve as the SBAA's representative on the Waterfront*
47 *Oversight Committee. Motion carried – All ayes.*

48
49 *At 7:56 P.M. a brief recess was taken and the Board members reconvened at 8:02 P.M.*

Item No. 3. Review of a proposal for financial services from Juliana Neuman; Consider a motion to discuss and execute if applicable:

Item No. 9. Consider a motion to convene into Executive Session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits and §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session:

At 8:03 P.M. a motion was made by Lienau, seconded by Enquist that the Village Board convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits and §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session.

A roll call vote was taken on that motion and the Board members voted in the following fashion:

Baker – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye; Zacek – Aye.

Motion carried.

Item No. 10. Consider a motion to reconvene into open session:

At 9:40 P.M. a motion was made by Lienau, seconded by Baker that the Village Board reconvene into open session. Another roll call vote was taken, and the Board members voted in the following fashion:

Baker – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye; Zacek – Aye.

Motion carried.

Item No. 11. Consider a motion to take action if required:

The Village Administrator was directed to take all the actions which were discussed in closed session.

Item No. 12. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee:

- *Jackson will see that the previously mentioned pizza party is scheduled and advise the Board members of the date and time.*

Adjournment:

A motion was made by Duffy, seconded by Zacek to adjourn the meeting of the Board of Trustees at 9:45 P.M. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,
Assistant Administrator